

# The Township of Norvell

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ERIC B JOHNSON, SUPERVISOR

ANDREA BARNETT, CLERK

DESERRE SAUERS, TREASURER

PAMELA JOHNSON, TRUSTEE

MATHEW D. DAME, TRUSTEE

## MONDAY, NOVEMBER 20<sup>TH</sup> 2017, 1PM MINUTES OF THE WORK SESSION MEETING OF THE NORVELL TOWNSHIP BOARD HELD IN THE NORVELL TOWNSHIP HALL, 106 E. COMMERCIAL ST, NORVELL MI 49263

**PRESENT:** Supervisor Johnson, Clerk Barnett, Treasurer Sauers, Trustee Johnson and Trustee Dame. The Supervisor called the meeting to order at 1:00PM. with the pledge of allegiance.

### **-Dress Code**

Trustee Johnson handed out copies of the updated dress code, that had been handed out at the board meeting. The Board looked it over to make sure the changes were made from the board meeting. Trustee Johnson added a few things that were not talked about at the board meeting. The Dress code will be added to the agenda for next meeting of the Township Board in December.

### **-Policies and Procedures**

There was a discussion about what copy The Board will be working from. It was decided to hold off on doing the Policies and Procedures until Jan 2018, due to the fact that there were a few other ordinances that needed to be done first.

### **-Departmental Operations**

There was talk on the layout of the survey and what the Supervisor will be putting in his part of the newsletter. The Facebook question still needs to be added to the survey. There was talk about a resolution for the Savin Lake Weed Payment. More information needs to be gathered on this. A building department issue was brought up and discussed. The Policy about who was to post all notices was talked about. The Clerk stated that her department has never been the one to write/post notices for the Planning Commission, and so she has nothing on file. The Open Meetings Act was discussed. There was talk about who was doing the proofing reading of the Clerks minutes. The Clerk stated that she has had the Deputy Treasurer/Office Manager, the

Supervisor and her Deputies proof read her minutes before. The Treasurer stated that the office needs a working phone number for the Clerk. The Clerk will look into why her phone line didn't work when they called. The Treasurer also asked if the Clerk's department was open during lunch, the Clerk stated that they are. It was asked of the clerk to hand the bills to whomever will be signing the checks, so that they may look at the bills. There was a discussion about the phone company the township uses and if anyone has looked around for a better deal. The Board set up a special meeting for Dec 4<sup>th</sup> at 1pm, Trustee Dame stated that it can't last past 2:30pm, he has to be somewhere else that day as well.

Sauers motioned to adjourn

Trustee Dame supported Meeting adjourned at 2:16 pm.

Respectfully submitted, Andrea Barnett, Clerk